

NATIONWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
20-249A

OPENING DATE:
4-Jun-2020

CLOSING DATE:
25-Jun-2020

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Recruiting and Retention Manager, TSgt/E6-MSgt/E7, MPCN:071345834

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
8R200

ASVAB:
N/A

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members and those eligible for membership** of the (All Units), Arizona Air National Guard. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**
NOTE: Must be willing to work long, irregular hours, become involved in military and civic activities and manage recruiting/retention programs that can withstand public scrutiny.
NOTE: Qualified 8R000 with required duty performance of 24 months or 8R200.
NOTE: Completion of applicable sales/training/coaching programs within one year of assignment is mandatory.
NOTE: Completion of ANG Recruiting Flight Chief Course within one year of assignment is mandatory.
NOTE: Any TSgt that is not immediately promotable, if selected, is subject to NGB approval prior to starting.
NOTE: No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**

- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to provide guidance/training to traditional guard members on administering Retention programs.
2. Demonstrate the ability to develop and implement a comprehensive strategic plan to meet NGB requirements.
3. Demonstrate the ability to advise senior leaders on the importance of Personnel Force Management.
4. Be able to utilize Recruiting and Retention tools and formulate a plan of action.
5. Demonstrate thorough understanding of diversity and its impact on Total Force.
6. Demonstrate the ability for written communication to include annual evaluations and waiver packages to NGB.
7. Develop, implement and execute a Federal Recruiting and Retention budget.
8. Must be able to direct and coordinate advertising, marketing, publicity and have a thorough understanding of public awareness programs.
9. Must be familiar with Recruiting and Retention awards programs and develop criteria for selection

SPECIALIZED EXPERIENCE: Minimum 24 months experience in SDI 8R000. Must possess an overall knowledge of the ANG R&R Program. Must possess knowledge, skill and proficiency in time management and sales techniques. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.

BRIEF JOB DESCRIPTION: As a manager of the Strength Management Team (SMT), responsible for supervision, administration and management of Recruiting and Retention (R&R) programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU. Military supervision of the RRM will be with the Recruiting and Retention Superintendent (RRS) or Wing Commander/GSU Commander or other office as designated by The Adjutant General (TAG).

SELECTING OFFICIAL: Maj Shira Tobey
